

Counter

Challenging
Balance Public
Investment
Banks

JOB OPENING

Position: Media and Communication Officer

Organisation: Counter Balance

Location: Brussels, Belgium

Starting date: 1 November 2019

Deadline for applications: 11 September (18:00 CET)

Please apply in writing by sending an e-mail to: info@counter-balance.org, with the subject line “Media and Communication Coordinator”, including:

- Your CV in English;
- An application letter, focusing on your motivation and suitability for this position;
- A blogpost of max 400 words about the role of public banks for the EU economy.

Interviews will take place in Brussels shortly after the deadline.

Discover more about Counter Balance here: <http://counter-balance.org/>

JOB TITLE:

Media and Communication Officer

COUNTER BALANCE MISSION:

Counter Balance – Challenging public investment banks is a European coalition of development and environmental non-governmental organisations (NGOs) with extensive experience working on development finance and the international financial institutions (IFIs) as well as campaigning to prevent negative impacts resulting from major infrastructure projects.

The coalition was formed in 2007 to specifically challenge the European Investment Bank (EIB) and push for its reform. While the EIB remains our main target, we have expanded the scope of our work to other public investment banks such as the European Bank for Reconstruction and Development (EBRD) and national Development Financial Institutions (DFIs) – all public financial institutions which operate similarly. We also deal with related EU policies and regulations impacting those institutions.

Counter Balance’s mission is to make European public finance a key driver of the transition towards socially and environmentally sustainable and equitable societies.

MAIN TASKS AND RESPONSIBILITIES:

You are responsible for developing and implementing the communications and media plan of Counter Balance to optimize the visibility of our work and the impact of our organisation. The main duties of the

Media and Communication Officer are listed below:

- Designing, implementing and monitoring the media and communication strategy of Counter Balance.
- Drafting, editing and coordinating the sending of press releases, opinion pieces, newsletters and blogposts.
- Assisting in the preparation and finalisation as well as reviewing our reports and larger publications.
- Establishing and maintaining contacts with journalists and media at European and national level.
- Managing our social media communication (i.e., twitter, youtube, facebook).
- Assisting in internal communication towards the Counter Balance member groups.
- Being responsible of communication towards external stakeholders, including other NGOs.
- Managing the website of Counter Balance.
- Leading on the production of the annual reports on Counter Balance activities.
- Ensuring that the organisation's experience and expertise are well communicated and consistently presented.
- Monitoring media coverage of Counter Balance.
- Additional responsibilities may be agreed upon dependent on your specific skills and interests.

WORKING RELATIONSHIPS:

Reporting to:

The Director of Counter Balance will be the direct supervisor of the Media and Communication Coordinator. Both of them constitute the bulk of the secretariat of Counter Balance based in Brussels

The Board of Counter Balance is responsible for the oversight of the work and performance of the Counter Balance secretariat. Therefore, members of the secretariat report regularly on their activities to the Board.

Other key relationships:

Counter Balance is a coalition of 9 NGOs which benefits from the expertise of its member groups across Europe and seeks to coordinate campaigns and activities at a pan-European level. In this context, the Media and Advocacy Coordinator will work in close relation with the staff of our member groups dedicated to the work of Counter Balance.

Finally, the Media and Advocacy Coordinator will work with: other NGOs in and outside of the EU with which Counter Balance has developed strong partnerships, journalists and decision-makers at EU level.

USEFUL INFORMATION:

- Full time position (38 hours)
- Place of work: Brussels (Belgium) - Mundo-B Office, 26 rue d'Edimbourg, 1050 Ixelles (With possibility to make flexible arrangements)

- Salary: A competitive non-profit sector salary

- Working language: English

SKILLS AND EXPERIENCE:

- Excellent written and oral English (native speaker is an advantage), knowledge of other languages is an additional asset.

- Strong communication and inter-personal skills.

- Highly developed writing skills.

- At least 3 years of work experience in the communication field, preferably with an NGO.

- Experience in event organizing, producing of outreach materials (leaflets, publications, videos, social messaging).

- Experience in relationships with national, European and international media.

- Proven track record of activism and working with NGOs, campaigning activities with NGOs in national or international level is an advantage.

- Good knowledge of the EU political architecture. Knowledge of the EIB and/or EBRD is an advantage.

- Knowledge of one or more of the following topics is an advantage: International Financial Institutions, energy and climate, human rights, transparency, fraud & corruption, development agenda.

- Experience in research (desktop research, field trips and interviews).

- Must be available to travel and to participate in European and international meetings.

- Ability to work on own initiative to build on and develop the job, combined with the ability to work effectively as part of a team.

- Creativity and openness for new ideas

- Excellent attention to detail, good time management and proven ability to deliver under pressure

- Proven experience of using MS office application (Word, Excel, and PowerPoint) and desktop publishing software, knowledge and skill in graphic design a plus.

- Experience in website management is an advantage

EQUALITY STATEMENT:

Counter Balance is keen on ensuring that its work includes people regardless of colour, gender, race, sexual orientation, religion, origin, disability or age. Those principles apply to the planning of our work, its implementation, the partners and members of our network, as well as management and staffing.